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**United States Attorneys' Office Management Seminar  
November 19-21, 2002  
Columbia, South Carolina**

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**Agenda**

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**Tuesday, November 19, 2002**

8:00 - 8:30 A.m.	<b>Registration</b>
8:30 - 9:00 A.m.	<b>Opening Remarks</b>
9:00 - 9:30 A.m.	<b>GDQ Test</b>
9:30 - 9:45 A.m.	<b>Break</b>
9:45 - 10:15 A.m.	<b>Alcatraz</b>
10:15 - 11:30 A.m.	<b>Breakout Sessions</b>
11:30 - 12:45 P.m.	<b>Executive Leadership and Management: Choosing a Leadership Pattern</b>
12:45 - 1:45 P.m.	<b>Lunch</b>
1:45 - 3:15 P.m.	<b>Team Building</b>
3:15 - 3:30 P.m.	<b>Break</b>
3:30 - 4:30 P.m.	<b>Intro to Team Time</b>
4:30 - 5:30 P.m.	<b>Team Time - Identifying Leadership and Management Problems, and Aspirations For the District</b>
5:30 - 6:30 P.m.	<b>Reception</b>

**Wednesday, November 20, 2002**

8:30 - 11:45 A.m.	<b>Motivating People</b>
11:45 - 1:00 P.m.	<b>Lunch</b>

1:00 - 3:00 P.m.	<b>Emotional Intelligence</b>
3:00 - 3:15 P.m.	<b>Break</b>
3:15 - 3:45 P.m.	<b>Organization Leadership: Setting the Direction for the District</b>
3:45 - 5:30 P.m.	<b>Team Time - Setting Goals and Objectives For the District</b>

**Thursday, November 21, 2002**

8:30 - 10:15 A.m.	<b>Leadership to Develop and Sustain The High Performing Staff</b>
10:15 - 10:40 A.m.	<b>Break</b>
10:40 - 12:30 P.m.	<b>Breakout Groups: Management Issues</b>
12:30 - 1:45 P.m.	<b>Lunch</b>
1:45 - 2:45 P.m.	<b>Performance Appraisals That Work: How to Make Them Productive</b>
2:45 - 3:00 P.m.	<b>Where to Go from Here</b>
3:00 P.m.	<b>Adjournment/optional Team Time</b>